

City of Wyoming – Site Plan Requirements and Procedures

Statement of Purpose

Site plan review is required to provide City staff and the Planning Commission with the opportunity to review the proposed use of a site in relation to surrounding uses, planned future development, accessibility, pedestrian and vehicular circulation, roadway traffic, spatial relationships, off-street parking, public utilities, general drainage, environmental characteristics and other site elements which may affect the public health, safety, and general welfare, and its relationship and harmony with City ordinances and plans.

Further, it is the intent of the City to require the eventual upgrade of redevelopment sites that do not conform with current standards of the Zoning Code and ensure that the arrangement, location, design and materials within a site are consistent with the character of the City and the goals and design guidelines in the City of Wyoming Land Use Plan.

Uses Requiring Site Plan / Sketch Plan Review

There shall be two levels of site plan review:

- a. Sketch Plan. A sketch plan level review is required for certain activities of a less intensive nature. Small-scale expansions of structures and change of uses may be eligible for sketch plan review.
- b. Full Site Plan Review. A full site plan level review is required for all new non-residential uses and multiple-family residential uses.
- c. Full site plan and sketch plan reviews and approvals shall be required for the activities or uses listed in the attached table - Plan Review Requirements.
- d. Specific site plan detail requirements, and review processes, for particular land uses identified within the Zoning Ordinance (i.e. wind energy turbines, communication towers, auto plant development, etc...), shall have precedent over the more general regulations.

Approvals are obtained from the Planning Commission (PC), City Council (CC), City Planner (CP), or Building Official (BO) depending upon the nature of the proposal. Site plan reviews by the City Planner or Building Official shall be administrative.

Questions regarding the site plan review process and submittal requirements may be referred to the City Planner, at 616-530-3170 or at plan_info@wyomingmi.gov.

Applicants are encouraged to obtain a pre-application conference with the City Planner for the purpose of determining the approval type and process that shall be followed to obtain project approval. Refer to Zoning Code Article 5 for the detailed development review requirements and procedures.

CITY OF WYOMING - USES REQUIRING SITE PLAN/SKETCH PLAN REVIEW		
Activity/Use	Full Site Plan	Sketch Plan
Construction of an initial building or structure on properties of two acres or more	PC	
Construction of an initial building or structure on properties less than two acres with no special use approval	CP	
Multiple-family developments	PC	
Construction of a new special use approval (see Zoning Code Section 90-507)	PC	
Change in use to a special use approval with no new building construction (see Zoning Code Section 90-507)		PC
Expansion of 50% or more from the square footage of a building or structure on properties of two acres or more with or without special use approval	PC	
Expansion of 50% or more from the square footage of a building or structure on properties less than two acres with or without special use approval	CP	
Expansion of between 10% and less than 50% from the square footage of a building or structure with or without special use approval	CP	
Expansion of less than 10% from the square footage of a building or structure with or without special use approval		CP
Planned Unit Development	PC	
Condominium or Site Condominium Projects (see Zoning Code Section 90-509)	PC	
Auto plant development (see Zoning Code Section 90-433B)	PC/CC	
Subdivisions (see Code of Ordinances Chapter 74)	PC/CC	
Wind energy turbines (see Section 90-804)	PC/CP	
Non-residential accessory structures		CP
Residential accessory structures		BO
Accessory industrial outdoor storage		BO
New parking lot/loading area	CP	
Construction, relocation or erection of signs, retaining walls, fences, walls, waste receptacle, sidewalks, antennas, lights, poles, cooling/heating or other mechanical equipment		BO
Modifications to comply with accessibility requirements		BO

Submittal Requirements

The data listed in Zoning Code Table 90-504, Site Plan Submittal Requirements, shall be included with and as part of the site plan(s) or sketch plan(s) submitted for review unless waived in writing by the City Planner or Building Official.

Items Not Provided. If any of the items are missing and have not been waived by the City Planner or Building Official, the site plan shall list each missing item and the reason(s) why each listed item is not considered applicable. The City Planner or Building Official shall determine if the missing item(s) must be included before allowing the application to move forward. An application shall not be considered complete and shall not move forward unless all items have been submitted and any waivers have been approved by the City Planner or Building Official.

Additional Requirements. The City Planner or the Planning Commission may require additional data to be included with the site plan(s) or sketch plan(s) where determined necessary by the nature of the proposed use or site conditions.

CITY OF WYOMING SITE PLAN SUBMITTAL REQUIREMENTS (X) INFORMATION TO BE PROVIDED – (NA) NOT APPLICABLE ALL REQUESTS FOR WAIVERS MUST BE IN WRITING AND SHALL INCLUDE JUSTIFICATIONS			
Project Name:	Required for:		
Required Site Plan Data:	Site Plan	Sketch Plan	Waiver Requested
(a) Application Form: The application form provided by the Planning Department shall be completed in full with the following information:			
Name, address and phone number of the applicant and property owner	X	X	
Address and property identification number of all properties	X	X	
Name, address and phone number of firm or individual who prepared the site plan	X	X	
Description of proposed project or use, type of building or structures, and name of proposed development, if applicable	X	X	
Date of application	X	X	
(b) Site Plan Descriptive and Identification Data:			
Site plans shall consist of a plan for the entire development, drawn to an engineer's scale of not less than 1 inch = 50 feet for property less than 3 acres, or 1 inch = 100 feet for property 3 acres or more in size.	X	X	
Sheet size shall be a maximum of 24 x 36 inches and collated according to sheet number. If a large development is shown in sections on multiple sheets, then one overall composite sheet shall be included	X	X	
Title block with sheet number/title; name, professional seal, address and telephone number of the applicant and firm or individual who prepared the plans; and date(s) of submission and any revisions (month, day, year)	X	X	
Scale and north-point	X	X	
Location map drawn to a separate scale with north-point, showing surrounding land, and streets, within a quarter mile	X	NA	
Dimensions of land and total acreage, with boundary survey and improvements	X	NA	
Zoning classification of petitioner's parcel and all abutting parcels	X	NA	
Proximity to section corner and Major Thoroughfare	X	NA	
Net acreage (minus rights-of-way) and total acreage	X	NA	
Proposed number of employees, if applicable	X	NA	
(c) Site Data:			
Existing lot lines, building lines, structures, parking areas and other improvements on the site	X	X	
Building footprints	X	X	
Finished floor elevation of all proposed buildings	X	X	
On parcels of more than one (1) acre, topography on the site and within 100 feet of the site at two-foot contour intervals	X	NA	
Proposed lot lines, lot dimensions, property lines, required and proposed setback dimensions, structures, and other improvements on the site	X	NA	

CITY OF WYOMING SITE PLAN SUBMITTAL REQUIREMENTS (X) INFORMATION TO BE PROVIDED – (NA) NOT APPLICABLE ALL REQUESTS FOR WAIVERS MUST BE IN WRITING AND SHALL INCLUDE JUSTIFICATIONS			
Project Name:	Required for:		
Required Site Plan Data:	Site Plan	Sketch Plan	Waiver Requested
Location of existing drainage courses, floodplains, lakes and streams, wetlands with elevations, and woodlands	X	X	
All existing and proposed easements	X	X	
Location of waste receptacle(s), transformer pad(s), ground mounted mechanical equipment, and method of screening	X	NA	
Dimensions and area of any outdoor sales display or storage area	X	X	
(d) Access and Circulation:			
Existing and planned right-of-way for all streets	X	X	
Dimensions, curve radii and centerlines of existing and proposed access points, road rights-of-way, private roads or access easements	X	NA	
Opposing driveways and intersections within 100 feet of site	X	NA	
Dimensions and location of existing and proposed driveways, parking lots, sidewalks and non-motorized paths	X	X	
Dimensions of acceleration, deceleration, and passing lanes	X	NA	
Dimensions of parking spaces including barrier free, islands, circulation aisles and loading zones (including loading dock/door orientation and screening)	X	X	
Dimension and location of all clear vision areas	X	NA	
Calculations for required number of parking and loading spaces	X	X	
Access easements, if shared access is proposed	X	X	
Designation of fire lanes	X	X	
Truck circulation plan showing turning templates for delivery trucks and emergency vehicles	X	X	
Traffic impact analysis meeting the requirements of Section 90-504 (3), if applicable	X	NA	
(e) Landscape Plans:			
General location of existing plant materials, with an identification of materials to be removed and materials to be preserved	X	NA	
Calculations of all landscape requirements, as set forth in Section 90-328	X	NA	
Landscape plan, including location and type of all existing and proposed shrubs, trees, and other live plant material	X	NA	
Location, size, height and material of construction for all obscuring wall(s) or berm(s) with cross-sections, where required	X	NA	
Planting list for proposed landscape materials with container size, caliper size or height of material, botanical and common names, and quantity	X	NA	

CITY OF WYOMING SITE PLAN SUBMITTAL REQUIREMENTS			
(X) INFORMATION TO BE PROVIDED – (NA) NOT APPLICABLE			
ALL REQUESTS FOR WAIVERS MUST BE IN WRITING AND SHALL INCLUDE JUSTIFICATIONS			
Project Name:	Required for:		
Required Site Plan Data:	Site Plan	Sketch Plan	Waiver Requested
(f) Building and Structure Details:			
Building elevations for all facades. Elevation drawings shall indicate the height of building, materials, and architectural quality, and shall detail any rooftop or building mounted screening.	X	NA	
Location, height, and outside dimensions of all proposed buildings or structures	X	X	
Building floor plans for multiple-family buildings and gross floor area	X	NA	
Details on accessory structures and any screening	X	X	
(g) Information Concerning Existing and Proposed Utilities, Drainage and Related Issues:			
Location of existing and proposed sanitary sewers, water mains, fire hydrants, storm sewers and other utilities that are proposed to serve the project	X	X	
Location of existing above and below ground gas, electric and telephone lines	X	X	
Storm water retention and detention ponds, including grading, side slopes, depth, high water elevation, volume and outfalls with calculations (for details refer to Wyoming's storm water ordinance Sec.86-351 through 436)	X	NA	
Indication of site grading, drainage patterns and other storm water management	X	X	
(h) Additional information required for Residential Development			
The number and location of each type of residential unit	X	X	
Density calculations by type of residential unit (dwelling units per acre)	X	X	
Garage or carport locations and details, if proposed	X	X	
Location and design of mailbox clusters, if applicable	X		
Location, dimensions, and elevations of common building(s), if applicable	X	X	
Location, size and facilities within, of recreation and open space areas, if applicable	X	NA	
(i) Other Requirements			
Applicable fees, as set by the City Council	X	X	

City of Wyoming – Submittals for Development Review

Planning Commission Review

Under the “Rules of Procedure for the Wyoming Planning Commission”, developments requiring Planning Commission approval must be submitted to the Planning Department at least 30 days prior to allow sufficient review time. A site plan approval letter may be issued within a week following Planning Commission approval. The project submittal filing dates and Planning Commission meetings for the year 2022 are:

<u>Project Submittal By (5 p.m.)</u>	<u>Planning Commission Meeting (7 p.m.)</u>
December 15, 2022	January 17, 2023
January 19, 2023	February 21, 2023
February 16, 2023	March 21, 2023
March 16, 2023	April 18, 2023
April 13, 2023	May 16, 2023
May 18, 2023	June 20, 2023
June 15, 2023	July 18, 2023
July 13, 2023	August 15, 2023
August 17, 2023	September 19, 2023
September 14, 2023	October 17, 2023
October 19, 2023	November 21, 2023
November 16, 2023	December 19, 2023
December 14, 2023	January 16, 2024

Nine sets of folded, full-size plans (24” x 36” maximum) shall be provided to the Planning Department. An electronic copy is also required. The review process typically involves several City Departments and may require up to three weeks to complete.

City of Wyoming – Development Review Fees

Rezoning Petition

Under one acre	\$ 600.00
One acre or over	\$1,000.00

Site Plan Review

Apartments, townhouses, condominiums, or other types of multiple family . . . plus, \$4.00 per unit up to:	\$ 600.00 \$1,800.00
Commercial, industrial, others	
Site sizes under one acre	\$ 400.00
Site sizes one acre or over	\$ 600.00
Additions:	
Site sizes under one acre	\$ 200.00
Site sizes one acre or over	\$ 300.00
. . . except, building additions under 700 square ft.	\$ 100.00

Subdivision or Plat Approval

Preliminary plat-tentative approval (One-time fee also covers preliminary plat-final approval and final plat approval) . . . plus, per lot	\$ 600.00 \$ 6.00
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Right-of-Way Vacations

Residential	\$ 75.00
Non-residential	\$ 200.00

Special Planning Commission Meetings

(Requested by petitioner)	\$ 500.00
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Special Use Approvals	\$ 500.00
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PUD Overall Development Plan

Under 41 acres	\$ 700.00
41 acres or over	\$1,200.00
Major Revisions (as determined by Planning Director)	\$ 250.00

Application for Development Plan Review

Proposed Request (check all that apply)

<input type="checkbox"/> Construction of a new building	<input type="checkbox"/> Rezoning Request
<input type="checkbox"/> Expansion of an existing building	<input type="checkbox"/> Special Use
<input type="checkbox"/> New/Expanded Residential Development	<input type="checkbox"/> Site Condominium Plan
<input type="checkbox"/> PUD Overall Development Plan/Amendment	<input type="checkbox"/> Preliminary Plat
<input type="checkbox"/> Other (describe) _____	

Site and Project Information

Project Name _____

Site Address(es) _____

Parcel Number(s) _____

Total Site Area_____ Existing Bldg Coverage_____ Proposed Bldg Coverage_____

Current Use of Site/Building _____

Proposed Use of Site/Addition _____

Current Zoning District _____ Proposed Zoning District _____

Proposed Number of Units _____ Proposed Number of Total Parking Spaces _____

Estimated Project Cost _____ Projected Number of Jobs Created _____

Applicant and Property Owner

Applicant _____	Property Owner _____
Address _____	Address _____
_____	_____
Email _____	Owner Signature_____

Preparer of Development Plan

Name _____	Firm _____
Address _____	Phone _____
_____	Email _____

Completed Application Accepted by _____ Date _____

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Submission for __/__/____ Planning Commission Meeting
or, Submitted on __/__/____ for Administrative Review

Site Plan Review Application Checklist

The following items are required for a complete site plan review application submission. Applicants are encouraged to obtain a pre-application conference with Planning Staff to determine the process for the requested project approval type. Incomplete applications will not be accepted until all required information, plans sets, and fees are submitted. Staff may request additional information during the review process.

- ____ **Signed Application Form**
Complete page 8 of the site plan review application packet. The application must be signed by the applicant and property owner.
- ____ **Description of Project** (on letterhead preferred)
Written description of the proposed site and/or building layout, proposed use, proposed parking calculations, expected traffic flows, and other pertinent information. Narrative requirements for proposed PUD applications can be found in sections 90-510 and 90-511.
- ____ **Site Plans, Boundary Surveys, Building Elevations, and Floor Plans**
Enclose site plans, boundary surveys, building elevations, and floor plans required on the Site Plan Review Checklist (beginning on page 3 of the application packet).
- ____ **Application Fee** (make check payable to the City of Wyoming)
See page 7 of the Site Plan Review application packet for fee schedule.
- ____ **Plan Submittal**
 - ____ 9 folded hard copies (24" x 36" max) of all plans.
 - ____ 1 digital copy submitted in PDF of all plans.

Completed Application Accepted By _____ **Date** _____

Contact the City's Planning and Economic Development Department at 616-530-7259, or plan_info@wyomingmi.gov, if you have any questions.

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